

How to take minutes

Attendance, date, time all included in the minutes template form, as is names of elected official reps.

Approval of previous minutes is always first item

Public session speakers and any other speakers must fill out Speaker form with their names, organization, and item supporting or approving—this does not need to be repeated in minutes. Minutes should note items discussed at public session that are not on agenda. There cannot be a vote for any item not on agenda and discussion should be limited as there is not public notice.

Minutes form is divided into *Discussion* and *Motion*.

Discussion should be brief. It should capture any decisions made that were not voted on (such as future agenda items) and any committee plan for action (such as drafting a document). Action items should be captured to clearly state action, due dates, and people responsible.

Discussions do not need to include introducing new people, event announcements, or procedures.

Discussions do not need to repeat anything captured in resolution. Major objections should be succinctly noted but people should not be identified in minutes.

In general, minutes should tell what *happened*, *not what was said*.

Motion should be written as voted, even if it does not pass. It is not necessary to id person making motion or seconding.

sample model minutes

Transportation & Public Safety / Environment Committee
Tuesday, October 13, 2015 at 6:30pm
Community Board 3 Office - 59 East 4th Street (btwn 2nd Ave & Bowery)

Other Members and Staff Present: Gigi Li, Susan Stetzer

Public Officials/Reps: Drew Lombardi, MBP office

Public Session Topics:

Members Present at First Vote:

Karen Blatt, Chair	<input checked="" type="checkbox"/>	Vaylateena Jones	<input type="checkbox"/>
Karlin Chan	<input type="checkbox"/>	Chad Marlow	<input checked="" type="checkbox"/>
MyPhuong Chung	<input type="checkbox"/>	Chiun Ng	<input checked="" type="checkbox"/>
David Crane	<input checked="" type="checkbox"/>	Alistair Economakis	<input type="checkbox"/>
Dan Ping He	<input type="checkbox"/>	Teresa Pedroza	<input type="checkbox"/>

1. Approval of previous month's minutes

DISCUSSION:

Minutes approved.

Title:

Motion:

VOTE: 4 YES NO ABS PNV
NO VOTE NECESSARY [] (mark with X if no vote is necessary)

SEND TO:

CC TO:

2. FY'2016 Capital & Expense Priorities

DISCUSSION:

Priorities approved.

Title:

Motion:

VOTE: 4 YES NO ABS PNV
NO VOTE NECESSARY [] (mark with X if no vote is necessary)

SEND TO:

CC TO:

3. Request for 4-l way stop at Henry & Jefferson

DISCUSSION:

Title:

Motion:

VOTE: YES NO ABS PNV

NO VOTE NECESSARY [] (mark with X if no vote is necessary)

SEND TO:

CC TO:

4. Update Houston St reconstruction

DISCUSSION:

Representatives from DDC were in attendance to discuss the Houston Street Reconstruction project. The project was initially scheduled to be completed in 2013, however the new estimated completion date is scheduled to be in 2016. Causes for delays include problems with moving infrastructure that is maintained by Verizon and Con Ed. The delays in the construction is causing many problems for the community including poor sanitation, pedestrian safety and traffic congestion

The committee asked that the project be completed expeditiously and that representatives from DDC, Verizon and Con Ed all jointly attend the December meeting to discuss their progress.

Title: Motion to Expedite the Completion of Houston Street Reconstruction

Motion:

WHEREAS, the Houston Street Reconstruction project began in June 2010 and was scheduled to be completed in June 2013 and the new estimated completion date is September 2016; and,

WHEREAS, delays have caused severe traffic congestion, impediments to pedestrian safety and a loss of business for local shops, restaurants and newsstands; and,

WHEREAS, the greenstreets spaces have not been adequately maintained and litter has not been cleaned from these spaces; and,

THEREFORE BE IT RESOLVED, that CB3 requests that DDC complete the reconstruction expeditiously with the highest priority given to the completion of the Chrystie Street section because of safety concerns. Litter should be cleaned from the greenstreets spaces, staging should be consolidated and DDC should return to the Transportation Committee jointly with

representatives from Con Edison and Verizon every two months beginning in December and once milestones have been completed.

VOTE: 4 YES NO ABS PNV
NO VOTE NECESSARY [] (mark with X if no vote is necessary)

SEND TO:

CC TO:

5. NYCDOT application from L&H for a request for more vans (commuter van application)
DISCUSSION:

It was revealed during the meeting that there is an illegal practice among drivers to keep a bucket or folding chair in the vans so that they can seat an extra passenger in the aisle when the van is full. The committee was uncomfortable supporting the request for additional vans unless the representative agreed to take affirmative measures to prevent this from happening. A stipulation was added to the resolution below.

Title: Motion to Support Application by L&H Transportation, Inc to Increase Commuter Vans

Motion:

WHEREAS, L&H Transportation, Inc, has applied for a change to their TLC license for operating a commuter van service between Flushing, Queens and Chinatown, Manhattan. L&H is currently allowed to operate 8 vans on this route and has requested they be allowed 10 additional vans, for a total of 18 vans; and

WHEREAS, CB 3 Manhattan understands the value of commuter vans to the community and demand for commuter van service is evident; and

WHEREAS, the commuter van operators have been assigned stops from which to conduct passenger drop-off and pick-up. However, the community also has concerns about impacts such as noise, idling, litter and sidewalk congestions. L&H Transportation management has agreed that they understand these issues and will comply with the rules of operation listed below; and

WHEREAS, There is a safety problem caused by van drivers who intentionally operate above the capacity of 19 passengers that would be allowed by the TLC license. It is a common practice to provide additional, unfixed seating for extra passengers, which is against safety regulations. The van operators are contracted by L&H to operate under the L&H license and L&H has a dispatcher on site at the assigned van stop who can observe this practice. L&H Management has agreed to stop this unsafe practice by instituting incremental measures up to and including the suspension of drivers who repeatedly violate the vehicle seating limits; now

THEREFORE, BE IT RESOLVED THAT CB 3 Manhattan requests that L&H Transportation, Inc. comply with the following operating rules, as agreed before the CB3-Manhattan Transportation Committee at the October 2015 meeting:

- Clean litter at the assigned van stop.
- No idling of diesel engines.
- Orderly queuing of customers.
- Make efforts to enforce vehicle seating limits for all vans operating on their route. and

THEREFORE, BE IT FURTHER RESOLVED THAT CB 3 Manhattan requests that DOT/TLC allow an increase of 10 vans for the TLC license granted to L&H Transportation, Inc., for a total of 18 commuter vans.

VOTE: 3 YES 1 NO ABS PNV
NO VOTE NECESSARY [] (mark with X if no vote is necessary)

SEND TO:

CC TO:

6. Clarification of street co-naming guidelines

DISCUSSION:

Signatures may be collected prior to the two years following the death of the person however the committee will not vote prior to the two years.

Title:

Motion:

VOTE: YES NO ABS PNV
NO VOTE NECESSARY [x] (mark with X if no vote is necessary)

SEND TO:

CC TO:

7. Continued discussion of Intercity bus town hall

DISCUSSION:

The date of the event is December 8th 6:30 PM – 8:30 PM at PS 124. All electeds are confirmed to be in attendance. Congress Member Velazquez will send someone who is familiar with the Interstate Commerce laws. Wellington Chen will find a business representative to attend. Mandarin and Cantonese translators will be hired at \$150 each. Emma and Trevor from space will be in attendance to discuss the impacts on the community and what resources they have

used to helping us combat the problems. Karen will call Joel at City Planning to see if they want to send someone to attend. Karen will introduce the panelists and briefly mention their role in the oversight of the industry. Karen will print poster-sized maps for the meeting, Susan will order an additional foam core board.

Title:

Motion:

VOTE: YES NO ABS PNV
NO VOTE NECESSARY [x] (mark with X if no vote is necessary)

SEND TO:

CC TO:

Members Present at Last Vote:

Karen Blatt, Chair	[x]
Karlin Chan	[]
MyPhuong Chung	[]
David Crane	[x]
Dan Ping He	[]
Vaylateena Jones	[]
Chad Marlow	[x]
Chiun Ng	[x]
Alistair Economakis	[]
Teresa Pedroza	[]

